



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
20 Feb 01

MEMORANDUM FOR MAJOR CLAIMANT STAFF CHAPLAINS

Subj: FOCUS 01/01 (CHAPLAIN CORPS FUNDED GRADUATE EDUCATION PROGRAM)

Ref: (a) CNO (N097) memo FOCUS 12/99 of 29 Jul 99
(b) CNO (N097) memo OCCASIONAL THOUGHTS: CAREER DEVELOPMENT of 01 Apr 99
(c) OPNAVINST 1520.23B
(d) SECNAVINST 1730.7B
(e) OPNAVINST 1500.76
(f) OPNAVINST 1000.16J
(g) CNO (N097) ltr 1520 Ser N097/00129 of 10 Jul 00
(h) CNO (N7) ltr 1524 Ser N794H/OU637328 of 26 Oct 00

Encl: (1) Description of Chaplain Corps Subspecialty Codes and Curriculum Identification Numbers
(2) Chaplain Corps Funded Graduate Education (FGE) Key Milestones
(3) Chaplain Corps Funded Graduate Education CIVINS Schools List, Approved 26 Oct 2000

1. Purpose. To implement references (a) and (b), and establish policy for the selection and assignment of Navy chaplains for Funded Graduate Education (FGE).

2. Applicability. This memorandum applies to all Navy Chaplain Corps officers.

3. Definitions

a. Funded Graduate Education (FGE). Some Navy Chaplain Corps billets require specialized skills beyond the chaplain's initial professional preparation. A description of these subspecialties is listed in enclosure (1). The number of FGE quotas is governed by the authorization granted the Chief of Chaplains to provide sufficient officers with subspecialties to fill validated billet requirements. Officers who attend graduate school full time under any partially or fully funded program of 26 weeks or more are considered funded. Navy policy on FGE, utilization tours, and obligated service is contained in reference (c).

b. Program Sponsor. The Chief of Chaplains (CNO N097) is the "program sponsor for the professional development, education

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and training of Chaplain Corps officers and Religious Program Specialists" (para. 5.a.(3)(b) of reference (d)). As the program sponsor, the Chief of Chaplains determines program objectives and establishes training requirements (para. 9.d. of reference (e)).

c. Program Manager. Program Managers are assigned by the Program Sponsor. Program Manager responsibilities for Chaplain Corps participation in FGE include "the responsibility of managing resources assigned to their [specific] program and ensuring the program is accurately priced, balanced and executable" (appendix B of enclosure (1) to reference (f)). Additionally, program managers provide, "assessment of program status," actively "managing their assigned program" (para. 9.f. of reference (e)). The program manager implements training and education policy based on requirements established and determined by the program sponsor.

4. Background

a. The Navy makes a significant investment in educating officers through FGE. Chaplains' participating in this program should meet the standard of best and fully qualified. Paragraph 6 of reference (c) states, "Assignment to graduate education ... is contingent on an officer's continued superior performance, availability for assignment, individual career development considerations, academic profile code, and the needs of the Navy." Chaplain Corps participation in FGE supports established fleet and shore requirements for specialized officers by developing skills for specific billets. Per reference (g), a chaplain selected for the FGE program is educated at the master's degree level for assignment and work at a P-coded subspecialty billet.

b. A FGE Candidate Review Committee will meet during the second quarter of each fiscal year to identify eligible chaplains for the following fiscal year. Chaplains screened by this committee are placed on an eligibility list retained by PERS-4414. Following the release of the 0-4 selection board results, the eligibility list is augmented with eligible 0-4 selectees. PERS-4414 then reviews each candidate's academic transcript prior to final recommendation to N097. PERS-4414 forwards the recommended nominees to N097, via N977, for approval. This process ensures that the best-qualified chaplains are identified for FGE and that the selection is as objective as possible. Selection by the Chief of Chaplains for these programs

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is based on academic capability, outstanding professional performance, promotion potential and a strong educational background (per paragraph 4.d.(1) of reference (c)).

5. Policy

a. Funded Graduate Education Program Eligibility List. The FGE Program Eligibility List is composed of chaplains selected as eligible for assignment to FGE during the following fiscal year. The number of chaplains listed may exceed available Chaplain Corps FGE program quotas. Qualified chaplains in excess of the quota will be identified as supernumeraries who will backfill vacancies created when chaplains are unavailable to participate in graduate education.

b. Selection Parameters. Lieutenant Commander and Lieutenant Commander (select) chaplains will be considered for selection to FGE each time they meet the grade eligibility criteria and their PRD can accommodate a move for the school year. Selection to FGE is contingent upon a chaplain having no more than four years time-in-grade as an O-4 at graduation. This criterion for selection ensures the graduate's ability to fulfill a utilization tour (per paragraph 4.f.(1) of reference (c)). Additionally, PERS-4414 will review prior academic transcripts to ensure academic ability. These requirements are subject to change by the Chief of Chaplains due to needs of the Navy. Chaplains previously assigned to FGE, and those who have indicated that FGE is not desired will not be considered. Officers who have earned a master's degree on their own that does not lead to a Navy subspecialty code, are eligible to apply for FGE. Officers who have earned a master's degree on their own that does lead to a Navy subspecialty may request consideration to pursue another subspecialty under the funded program. If selected, they will be eligible for assignment to FGE based on actual billet requirements. In all cases, selection for FGE is based on Navy needs. Desired areas of study are honored whenever possible.

c. Selection Procedures. PERS-4414 is the sponsor of the FGE Candidate Review Committee conference. Prior to the conference, PERS-4414 will develop an initial list of chaplains fulfilling the criteria listed in paragraph 5.b. above. Attendees at the Candidate Review Committee conference will recommend names of eligible chaplains to PERS-4414. PERS-4414 will create the FGE Program Eligibility List based on input from the Candidate Review Committee, and a subsequent transcript review. This list may be augmented with chaplains selected for

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promotion by the 0-4 selection board. PERS-4414 will forward this list to N097 via N977 for final selection based on Navy needs. Attendees at the screening conference will include: PERS-4414, a N977 representative, and a Program Manager representative. Upon final approval by N097, PERS-4414 will detail FGE selectees for assignment to their respective programs for the following fiscal year.

d. Assignment

(1) Funded Graduate Education. Assignment to graduate school is contingent upon the chaplain's nomination by the FGE Candidate Review Committee, placement of his/her name on the FGE Program Eligibility List, and selection by N097. The chaplain must also accept FGE immediately following receipt of the selection letter and be accepted into one of the authorized civilian institutions listed in enclosure (3).

(2) Curriculum. Curriculum assignments will be determined by N097 to meet the Navy's validated subspecialty-coded billet requirements and educational quotas. Reference (h) contains Chief of Naval Operations (N79) approval of Chaplain Corps curricula, which includes Educational Skill Requirements (ESR) and a listing of approved schools for each subspecialty (see enclosure (3)). Each chaplain's individual preferences will be considered.

(3) Utilization Tour. Chaplains assigned to FGE will be sent before the third tour following graduation to a validated subspecialty assignment, unless exempted by Chief of Naval Personnel (PERS-4). Chaplains with subspecialty codes are eligible for assignment to additional subspecialty-identified billets beyond their initial utilization tour.

6. Action. Enclosure (2) outlines milestones and assigns action officers for each element of the FGE program. Other specific responsibilities include:

a. N977

(1) Serve as Subject Matter Expert (SME)/Primary Consultant (PC) representative in Officer Subspecialty System.

(2) Establish Core Skill Requirement (CSR) criteria for evaluating billet requirements for subspecialty coding.

(3) Task major claimant staff chaplains to evaluate billets in their claimancy for subspecialty requirements.

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(4) Evaluate billet subspecialty requests and revalidate all subspecialty coded billets during biennial Subspecialty Requirements Review (SRR).

(5) Prepare SME/PC presentation to SRR on modifying Chaplain Corps subspecialty requirements.

(6) Notify major claimant staff chaplains of SRR actions.

(7) Liaise with Program Manager and Naval Postgraduate School (NPS) civilian institutions program (CIVINS).

(8) Coordinate Chaplain Corps subspecialty billet requirements with PERS-4414.

(9) Provide subspecialty study area quotas to N131 for the annual FGE quota plan.

(10) Participate in curriculum review process to review and revise ESRs and CSRs.

b. Program Manager

(1) Annual review of approved CIVINS schools, including tuition costs, quality and scope of educational opportunities, and ability to meet approved ESRs.

(2) Participate in curriculum review process to review and revise ESRs and CSRs.

(3) Advise N977 regarding student submitted waiver requests beyond approved schools.

(4) Coordinate subspecialty requests from selected FGE students.

(5) Advise N977 regarding proposed subspecialty for FGE students.

(6) Advise FGE students regarding application process, Graduate Record Examination (GRE), fees, etc.

(7) Coordinate FGE student input on school choices.

(8) Advise N977 and Naval Postgraduate School CIVINS regarding determination of schools for FGE students.

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(9) Address FGE student disciplinary or administrative issues.

(10) Maintain updated and comprehensive records for FGE students.

(11) Maintain turnover file.

c. PERS-4414

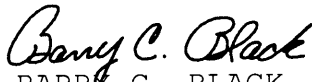
(1) Sponsor annual FGE Candidate Review Committee conference.

(2) Prepare eligible chaplains list for consideration by the FGE Candidate Review Committee.

(3) Detail chaplains to graduate schools and consult with N977.

(4) Detail chaplains to utilization assignment.

7. This information will be incorporated into a future instruction for Chaplain Corps training. Please refer to enclosure (2), which identifies FGE Key Milestones. If you have questions concerning this FOCUS, please contact CDR Alan Baker, CHC, USN, Head of Professional Development, at (703) 695-8522 (DSN 225) or via e-mail at <baker.alan@hq.navy.mil>.


BARRY C. BLACK
Chief of Chaplains

Description of Chaplain Corps Subspecialty Codes and Curriculum Identification Numbers

Use the 3-digit curriculum number when completing your "Dream Sheet" (section 3 of the Officer Preference and Personal Information Card) for the Detailer's office. Subspecialty codes are assigned to officers completing Funded Graduate Education. Chaplains may also qualify for codes based on previous education and training. Contact the Professional Development Branch of the Chief of Chaplains Office, Code N977A, for details.

Subspecialty Code	Curriculum number	Subspecialty Field Descriptions
1410	971	Homiletics and Worship – Effective preaching, including preaching for special events (funerals, memorial services, holy days, etc.); Preaching and pastoral care; Impact of cultural contexts on communications and spirituality, to include emerging technologies and the use thereof; Forms and functions of worship, including history of liturgy, traditional and contemporary worship services, and interfaith worship considerations; Scriptural theology; Philosophy of religion.
1420	972	Religious Education – Identifying key concepts in education; Evaluating and using traditional, non-traditional, and experimental methods of religious education; Evaluating and using educational multimedia resources; Evaluating opportunities for religious education in religious program development; Designing short-term and long-term religious education programs for use in various settings within command religious programs; Analyzing and evaluating the impact of various religious education strategies on both the command and the wider Navy, Marine Corps, and Coast Guard communities; Developing religious curricula and educational resources; Promoting innovations in religious education curricula; Identifying and implementing learning and developmental theories; Recognizing the impact of culture on communication and teaching; Training religious education teachers; Promoting volunteer leadership and organization.
1430	973	Religion and Culture – Religion and statecraft (cross-cultural communications, conflict resolution, and reconciliation); Religion and emerging cultural and institutional values; Comparative religions; Sociology of religion.
1440	974	Pastoral Counseling – Pastoral counseling with respect to Families; Singles; Hospital/clinical settings; Substance abuse; Single parents; Grief and crisis; Personality development; Developmental theory; Group dynamics.
1450	975	Ethics – Classical theories of moral reasoning and ethical decision-making; Ethical implications of religion in matters of statecraft; Biomedical ethics; Just-war theory; Moral theology; Character/values development; Institutional values and systemic/cultural changes; Technology and ethics.
1470	977	Ministry Multimedia Communications Management – Emerging information and communication technologies (e.g., computer-based, network, broadcast, audiovisual, print); Multimedia resources; Computer-based instructional media; Multimedia connectivity issues; Multimedia programming and management.

CHAPLAIN CORPS FUNDED GRADUATE EDUCATION (FGE) MILESTONES			
Months Prior to FGE CIVINS Grad & PCS	Deadline	Cognizance	Action
29 mos.	Feb	PERS-4414	Draft eligibility list of FGE candidates.
28 mos.	Mar	PERS-4414	Convene FGE Candidate Review Committee conference.
23 mos.	Aug	PERS-4414	Select additional eligible chaplains following release of 0-4 board.
23 mos.	Aug	PERS-4414	Review transcripts for eligibility.
23 mos.	Aug	PERS-4414	Submit FGE CIVINS recommendations to N977.
23 mos.	Aug	N977	Forward FGE CIVINS recommendations to N097 for approval.
22 mos.	Sep	PERS-4414	Notify chaplains by phone/e-mail of selection to attend FGE CIVINS school and requirement to accept/decline via phone/e-mail/letter within two weeks of notification.
22 mos.	Sep	FGE Chaplain	Accept/decline via phone/e-mail/letter to PERS-4414 within two weeks of notification.
22 mos.	Sep	N977	Send notification/congratulatory letter from N977 to chaplains selected to attend FGE CIVINS school. Direct students to contact FGE Program Manager with curriculum preferences ASAP.
22 mos.	Sep	FGE Program Manager	Assume primary liaison with students.
22 mos.	Sep	FGE Program Manager	Ascertain curriculum preferences of chaplains selected to attend FGE. Forward recommendations to N977.
21 mos.	Oct	N977	Forward curriculum preference recommendations to N097 for approval.
21 mos.	Oct	N977	Notify FGE Program Manager of N097 curriculum preference approval.
21 mos.	Oct	FGE Program Manager	Notify chaplains of assigned areas of study.
21 mos.	Oct	FGE Program Manager	Provide chaplains guidance on applying to FGE CIVINS school.
20 mos.	Nov	FGE Chaplain	Apply to FGE CIVINS under FGE Program Manager guidance.
16 mos.	Mar	FGE Program Manager	Recommend to N977 school assignment based on admission to grad schools on CIVINS authorized list, student preference and cost.
16 mos.	Mar	N977	Forward school recommendations to N097 for approval.
16 mos.	Mar	N977	Notify FGE Program Manager of N097 approval of school assignment.
16 mos.	Mar	FGE Program Manager	Notify PERS-4414 school assignment of FGE students.
15 mos.	Apr	PERS-4414	Cut orders on chaplain students for FGE schools.
11 mos.	Aug	FGE Chaplain	Attend FGE CIVINS school.
11 mos.	Aug	FGE Program Manager	Provide direct oversight during school year.
11 mos.	Aug	FGE Program Manager	Provide student mailing addresses to PERS-4414 and N977.
9 mos.	Oct	PERS-4414	Determine tentative follow-on tour in subspecialty coded billet.
8 mos.	Nov	PERS-4414	Cut orders for chaplain's follow-on utilization tour.
2/1 mos.	May/Jun	FGE Chaplain	Graduate and submit transcripts to Naval Postgraduate School for assignment of subspecialty code.
1 mos.	Jun	FGE Program Manager	Monitor student submission of transcripts to Naval Postgraduate School for assignment of subspecialty code.
0 mos.	Summer	FGE Graduate	Report for utilization tour in subspecialty coded billet.

Enclosure (2)

CHAPLAIN CORPS FUNDED GRADUATE EDUCATION
CIVINS SCHOOLS LIST
Approved 26 Oct 2000

1410:

Duke
Emory (Candler)
Princeton
Trinity
Jesuit School of Theology
Andover-Newton

1420:

Duke
Emory (Candler)
Princeton
Trinity
Jesuit School of Theology
Andover-Newton

1430:

Duke
Emory (Candler)
Princeton
Trinity
Jesuit School of Theology
Andover-Newton

1440:

Duke
Emory (Candler)
Princeton
Trinity
Jesuit School of Theology
Andover-Newton

1450:

Duke
Emory (Candler)
Princeton
Trinity
Jesuit School of Theology
Andover-Newton
Washington Theological Union

1470:

Old Dominion
Emory (Candler)

Enclosure (3)